

2.2 Appointment Procedure – Volunteer and Reserve Members

The Personnel Division is responsible for selecting new volunteers and reserves, in accordance with the following selection process.

In order to fill a specific District need, an applicant with demonstrated past experience and appropriate certifications may be selected through a streamlined process. See Section **Error! Reference source not found.** for the Lateral Transfer SOG.

2.2.1 Selection Procedure

1. Selections will occur approximately every 6 months, or more often as needed. The Personnel Division is responsible for the announcement of position openings. Announcements may be posted at the station and may be advertised through various media.
2. The Personnel Division is responsible for maintaining a pool of qualified applicants.
3. Applications will be accepted through 5:00 PM of the deadline date.
4. An applicant may be eliminated based on his or her application. Causes for rejection of an application include but are not limited to:
 - a. An applicant is under eighteen (18) years of age by the application submission deadline;
 - b. Incomplete application;
 - c. Required releases not signed by the applicant and a notary public;
 - d. Copy of current and valid Colorado Driver's License missing.
5. Background checks will be started. This process will likely continue throughout the appointment process, and if applicable, into the probationary year. The Fire Chief, or his designee, may eliminate candidates based on the background check. This decision will be final and not subject to appeal.
6. Those candidates who continue in the process will take a written exam. Points will be awarded based on a candidate's score. A minimum of 70% of the total available points must be earned to continue in the process.
7. Those candidates who continue in the process will then take a physical agility test that is defined in Section 2.11. This is a pass/fail test.
8. Those candidates who continue in the process will then participate in an oral board exercise, which also will be scored. A minimum of 75% of the total available points must be earned to continue in the process.
9. Some combination of the written exam and oral board scores will be used to rank the candidates numerically. Based on these scores, a provisional appointment announcement or candidate pool will be made during week the week after the oral board interviews. Candidates will need to complete a Chief's interview. The Personnel Division officers will make a recommendation to the Fire Chief. The Fire Chief shall make the final decision about the personnel to be provisionally appointed.
10. The Candidate Pool will be valid until the next hiring process commences.

11. Provisional appointment will pass a medical exam with the District's Medical Records Officer. This testing shall include, but is not limited to, lab screening, stress/performance testing, and a physical examination with a hazardous materials history.
12. Those provisional appointments who pass the fitness testing will become probationary members with the Fire Chief's approval. The new member mini-academy will be scheduled so that all new probationary members will have completed their medical clearance prior to the academy.

Candidates who were eligible to be considered for appointment but who were not appointed will remain in a candidate pool until the next hiring process commences. If an emergency appointment is needed before the next regular appointment, members will be drawn from this pool.